

UNIVERSITY OF WARWICK

e-Learning Steering Group

Minutes of the meeting of the e-Learning Steering Group of the Information Policy and Strategy Committee and the Academic Quality and Standards Committee held on 22 October 2007

Present: Professor Michael Whitby (Chair), Dr Kate Astbury, Mr Antony Brewerton, Mr John Dale, Dr Keith Leppard, Mr Peter Ptashko, Professor Donald Singer

Apologies: Ms Anne Bell, Mr Manus Conaghan, Dr David Davies, Dr J Moss, Dr Rudolph Roemer,

In attendance: Miss Jenny Bradfield

1/07-08 Terms of Reference, Constitution and Membership

RESOLVED:

That the Terms of Reference, Constitution and Membership of the e-Learning Steering Group be approved as set out in paper EL 1/07-08 subject to the minor amendments noted at the meeting.

2/07-08 Minutes

RESOLVED:

That the minutes of the meeting held on 11 May 2007 be approved, subject to the following amendment to minute 32/06-07 (deletions ~~struck through~~, additions underlined):

“RESOLVED

That thanks be expressed to Ms Rachel Edwards and Ms Jenny Delesalle and all other members of staff who contributed to the organisation and promotion of ~~be thanked for arranging and promoting~~ the forthcoming e-learning showcase day.”

3/07-08 Matters Arising

(a) TQEF/Pathfinder: Embedding E-Learning Challenge Fund (minute 26(b)/06-07 referred)

REPORTED:

That at the meeting of the Quality Enhancement Working Group on 11 June 2007 it was resolved that the Secretariat draw up guidelines for a combined TQEF/EIF fund as soon as possible and discuss with the Pro Vice-Chancellor (Teaching and Learning) the desirability of introducing a rolling application/approval process for small-value bids alongside fixed deadlines for larger-value bids, including the possibility of

establishing a sub-group of the Committee to consider small-value bids.

CONSIDERED:

- (i) A proposed mechanism for allocating TQEF funding in 2007-09 to support teaching and learning projects with an e-learning focus, paper EL 2/07-08;
- (ii) the desirability of introducing different processes for considering small-value and larger-value bids;
- (iii) the desirability of introducing a rolling bid process, either for small-value or larger-value bids, or both;
- (iv) the desirability of allowing central service departments to bid for funding;
- (v) the appropriate body to decide on awards.

RESOLVED:

That the proposed mechanism for allocating TQEF funding in 2007-09 to support teaching and learning projects with an e-learning focus be approved as set out in paper EL 2/07-08, subject to the amendments noted at the meeting.

- (b) International e-Learning Benchmarking (minute 33/06-07 referred)

RECEIVED:

A report from Dr D Davies, Warwick Medical School, and the Senior Assistant Registrar (Teaching Quality) concerning the International e-Learning Benchmarking Exercise, paper EL 3/07-08.

RESOLVED:

- (i) That paper EL 3/07-08 be considered at the next meeting of the Group.
 - (ii) That the ratings noted at the meeting for the Good Practice statements in section 2 of paper EL 3/07-08 be submitted by the Senior Assistant Registrar (Teaching Quality) to the seminar organisers (WCET) by Thursday 25 October.
- (c) JISC Capital Programme (Circular 01/07, April 2007) (minute 29/06-07 referred)

REPORTED:

That the bid submitted by the Library against the Repository strand of the JISC Capital Programme was successful, that a

Repository project was now underway and that Ms Jenny Delasalle, Research and Innovation Unit, Library, had been seconded to coordinate the project.

- (d) HE Academy/JISC Pathfinder programme: Departmental Impact Analysis (minute 30/06-07 referred)

CONSIDERED:

An 'Impact evaluation of e-learning initiatives at Warwick University' prepared by Ms Terry Wareham, Fourstones Evaluation and Consultancy for HE, paper EL 4/07-08.

RESOLVED:

- (i) That the following recommendations set out in paper EL 4/07-08 be approved:
- (A) That the University should continue its pluralistic approach to the development and support of e-learning developments but consider ways in which these might be brought together more strategically either through committee or staffing structures;
 - (B) That the University should seek to support and enhance a needs-driven and agile approach to e-learning;
 - (C) That the University should develop a high-level strategic direction in relation to e-learning specifically and pedagogical development more generally to provide a sense of purpose and legitimacy for those engaging in developments, it being noted that the University was consulting on a draft Learning, Teaching and Assessment Enhancement Strategy.
- (ii) That it be noted that the following recommendations set out in paper EL 4/07-08 raised a number of issues that required further consideration:
- (A) That the University should consider how developments in teaching and learning, including e-learning, can be better incentivized for staff through appropriate rewards and recognition;
 - (B) That the University ensure that a basic standard of equipment of teaching and learning spaces across the institution enables e-learning developments to be implemented.

RECOMMENDED (to the Academic Quality and Standards Committee):

That the Committee consider the following recommendation set out on page 4 of paper EL 4/07-08:

That the University should consider how developments in teaching and learning, including e-learning, can be better incentivized for staff through appropriate rewards and recognition.

RECOMMENDED (to the Information Policy and Strategy Committee):

That the Committee consider the following recommendation set out on page 4 of paper EL 4/07-08:

That the University ensure that a basic standard of equipment of teaching and learning spaces across the institution enables e-learning developments to be implemented.

- (e) Computer aided assessment (minute 31/06-07 referred)

REPORTED:

That the Secretariat and Mr J Dale met with the Space Management and Timetabling section on 18 October to discuss the provision of space that could be configured for use in computer-based summative assessment tasks.

CONSIDERED:

A paper prepared by Dr K Leppard, Chair of the Faculty of Science IT Committee, concerning the future provision of facilities for e-assessment, paper EL 11/07-08.

RESOLVED:

That Dr K Leppard be encouraged to continue working on paper EL 11/07-08, with a view to submitting a proposal to IT Services.

4/07-08

Chair's Business

REPORTED:

That the Assistant Secretary would circulate to members of the Group details of:

- (a) a call for articles from Pathfinder institutions for a special issue of Reflecting Education, 'From Pedagogic Research to Embedded e-Learning', published by the Institute of Education, University of London;
- (b) forthcoming seminars to be hosted by Beyond Distance Learning Research Alliance, University of Leicester.

5/07-08 Pathfinder Reports

RECEIVED:

The following evaluation reports submitted to the Higher Education Academy by the Secretary in respect of the Pathfinder Project:

- (a) Pathfinder Project Completion Report, including a final financial statement, intended for internal HEA use only, paper EL 5/07-08;
- (b) 'Warwick's Pathfinder Journey', an outward-facing project report intended for the HE sector, paper EL 6/07-08;
- (c) Two Briefing Papers supplementing the main project reports and providing specific examples of Pathfinder activities and experiences, papers EL 7/07-08 and EL 8/07-08.

6/07-08 JISC survey

CONSIDERED:

An Ipsos MORI Student Expectations Study commissioned by the Joint Information Systems Committee, together with a Briefing Paper accompanying the Study and a covering paper prepared by Mr G Bennett, Administrative Officer, Campus Affairs, paper EL 9/07-08.

RECOMMENDED (to the Information Policy and Strategy Committee):

That the Committee consider the University's engagement with students via social networking websites such as Facebook and MySpace.

7/07-08 e-Learning Advisors' Report

RECEIVED:

An oral report from Mr J Dale updating the Group on recent e-learning activities.

8/07-08 e-Learning at Warwick: the Future

CONSIDERED:

- (a) The University Strategy;
- (b) An oral report from the Chair on the implementation of those sections of the University Strategy concerned with Learning, Teaching and Assessment;
- (c) A draft of the University's new Learning, Teaching and Assessment Enhancement Strategy, paper AQSC 6/07-08 (tabled), noting that this draft would also be sent to Heads of Department and Faculty Boards for consultation.

RESOLVED:

That members of the Group send comments on the draft of the University's new Learning, Teaching and Assessment Enhancement Strategy to the Secretariat for incorporation into a further draft to be prepared before the meeting of the Academic Quality and Standards Committee to be held on 22 November 2007.

9/07-08 Warwick e-Learning Award

REPORTED:

That Mr Manus Conaghan was now the course leader for the Warwick e-Learning Award, that the WeLA had funding to continue for a further two years and that the longer-term strategy for the WeLA was to align it with the structure of the existing Post Graduate Award.

10/07-08 Next meeting

REPORTED:

That the next meeting of the Group would take place at 2pm on Monday 28 January 2007 in the Council Chamber, first floor University House.